

September 21, 2005 Airport Commission Minutes

Chairman Schober called the meeting to order at 8:05 a.m. Vice-chairman Crowley, Commissioner Bruce and Secretary Richards were present. Commissioner Safro was not present. Others present: Michael Neau, Airport Admin; Dennis Mohr, Waukesha Aviation Club; Val Ramos, Airport Admin; Keith Markano, Airport Manager; Steve Betzler, Waukesha Aviation Club & AOPA; Chris Wodushek, Waukesha Flying Services; John Lotzer, Waukesha Flying Services; Andrew Groth, Control Tower Chief; and Ray Perry, Citizen.

Approve/modify minutes of August 10, 2005 – A motion to approve the August 10, 2005 minutes was made by Vice-chairman Crowley with a second by Secretary Richards. The motion passed.

Public comment/correspondence – None

Chairman's report – Regarding the upcoming County Executive race, Chairman Schober suggested correspondence be sent to both candidates and offer to meet with each one briefly to inform them of airport activities. The request for an air show has come up again. Five years ago we received this same request and it was turned down. This should be discussed at a future meeting. There are many issues to discuss, involving staff time, County procedures and requirements, plus other items. August 30th I received a letter from Commissioner Safro saying he was resigning from the Airport Commission. A new commissioner will be appointed after the County Executive race in October.

Airport Manager's report – In regard to the air show request, Mr. Markano spoke with Laura Stauffer of Risk Management about this event at the Airport. Ms Stauffer said there would be many hours of staff time involved from Risk Management and Corporation Counsel on this matter because they are not familiar with this type of activity. There could be a possibility that the County would need to farm out this service because of the special concerns of this type of event and time involved. If this were done the costs involved would come out of Risk Management's budget and this was not considered in the budget. This fee could be passed on to those parties requesting the event. Mr. Markano received e-mail from WAMA regarding an annual aviation inspection plan by the Transportation Safety Administration. General aviation airports are to be the focus of this inspection plan; this may be a precursor to mandated security issues. Regarding the a/c unit on top of the WFS hangar, this is a City of Waukesha issue; the Planning Commission is responsible for reviewing "screening" of this item during their plan review process. Land Acquisition Fund—this item is always included in the budget request and, the County usually cuts it from the budget every year. Airport Emergency Drill—A full-scale drill will take place Saturday, October 1st at 7 a.m. The airfield should be open for public use by 10 a.m. 18/36 Reconstruction project—The FAA released the funds for this project the first week of August. Due to the time of year, if we started the project now we would be paving during the winter. I met with Mead & Hunt and the BOA and it was recommended to hold off and start the project in the spring of 2006. The parking lot addition will be part of this project next year. Snow removal equipment—The bidding process for this equipment has been completed. The first bid for this equipment was protested by Kodiak and for that reason it had to be bid out a second time. There were four bids submitted and Bruce Municipal Equipment was awarded the bid at the opening on August 25th for an Oshkosh truck with an MB broom. (Kodiak came in 4th with a higher bid than Bruce.) The truck will be delivered to the Airport sometime in late October or early November and will be stored in the vehicle equipment garage. Mr. Markano informed the Commission that Operations Assistant, Mike Neau, passed the American Association of Airport Executives accreditation exam this month.

Discussion and action on a Resolution for Robert Breecher – Chairman Schober presented this item to the Commission. Mr. Markano drew this resolution per direction of the Airport Commission to honor Mr. Breecher for his dedication to aviation in Waukesha County. A motion to approve the resolution was made by Secretary Richards with a second by Commissioner Bruce. The motion passed.

Discussion and action on summary of airport operations and direction for new County

Executive – Chairman Schober requested Mr. Markano to work on a brief summary for presentation to the new County Executive to be elected in October. Secretary Richards attended a forum where both candidates for County Executive spoke. Secretary Richards said the airport is badly in need of public relations. He said notices about the emergency drill to be held at the airport and purchase of the new snow removal truck should be sent to the Journal and Freeman for the public to read about. Vice-chairman Crowley agreed with Commissioner Richards. He said press releases about the emergency drill and the truck should be sent to the papers, as well as highlights of the Executive Summary and the Airport Annual Report for publication. He suggested the papers meet with the Airport Chairman to get some public relations for the airport. The Commission should educate the public about what is going on at the airport. Steve Betzler, Waukesha Airport Association of Community Corporate Kids Organization (WAACCKO), said the airport is part of the community; it is a connection between the airport and the community. The Airport should hold an Aviation Day Open House and invite the County Board to attend. Chairman Schober said this had already been done and received a poor attendance turn out by the County Board. Commissioner Bruce made a motion to approve the summary report for the new County Executive. Vice-chairman Crowley made a second. The motion passed.

Discussion and action on reimbursement/per Diem policy for Commissioners – Chairman Schober said the Commission was not aware of this reimbursement until Vice-chairman Crowley was appointed to the Commission. Secretary Richards had requested a policy be drawn for reimbursement. Chairman Schober said this a County Executive policy and it is not for the Commission to make changes to it. Vice-chairman Crowley said he volunteered for this position and was not aware of the reimbursement policy until after of his appointment by the County Executive. He also agreed that this is a County Executive policy and shouldn't be tampered with. Reimbursement money is set-aside in the County Executive's budget and the money budgeted for 2005 is almost depleted. Chairman Schober asked what the County Executive budgeted for 2006? No action taken.

Discussion and action on recent unplanned maintenance and repair expenditures for the terminal and control tower – Mr. Markano informed the Commission of the maintenance problems at the Terminal and Control Tower buildings. The Control Tower has had problems with the air conditioning unit and the Terminal building with the air conditioning and the boiler systems. Preventative maintenance is done on a regular basis to the buildings by the County Facilities department. During a recent FAA inspection they believed the Control Tower is badly in need of new carpeting, window shades and that the radios have been an ongoing problem. The FAA compliance office sent a letter requesting a timeline of when these issues will be corrected noting this is a requirement of being in the Contract Tower Program. No one knows the life expectancy of these radios and they have never been listed as an asset. There is not a long-term plan for radios in place for the Tower. There is a possibility that the problem may in an antenna issue; Skycom is going to trouble shoot before we consider replacement. The Waukesha Aviation Club donated the original radios in 1952. The Terminal building is need of replacing the boiler and installation of a second boiler has also been recommended by Facilities. A motion to proceed with the unplanned maintenance needed at the Terminal and Tower was made by Secretary Richards with a second by Vice-chairman Crowley. The motion passed.

Discussion and action on proposed guidelines for airport tours (Waukesha Aviation Club (WAC)) – Mr. Dennis Mohr, WAC past president, addressed the Commission. A history of the Aviation Club and what it has done for the airport was given to the Commissioners. The Aviation Club has coordinated tours at the airport for the past twenty years. Mr. Mohr outlined the tour route for the Commission. The tour begins at 1) the WAC Museum; 2) then to the Zulu time clock area; 3) out to the ramp area of the Terminal; and then 4) to the tie down area (sometimes). Groups requesting Airport tours vary in age and group sizes. Recently the FBO (WFS) requested the Aviation Club to limit the age to 12 years and older and not to go out on the ramp area. Mr. Mohr is asking the Commission to set up guidelines for Airport tours. This guideline should include the age of tour participants and where they can/cannot go on the airfield. Mr. Wodushek, WFS, addressed the Commission saying that this year the groups have been disruptive. The kids are yelling and screaming and running in the lobby, and this is

very disruptive to the customers and FBO staff. Mr. Wodushek said it would be ok for groups to go out on the ramp and aircraft in tie down area as long as the group is under control. Chairman Schober said the WAC is a great organization and the Commission is grateful for all they have done for the Airport. He said WAC should provide adequate supervision for tour groups at the airport. Chairman Schober asked Mr. Markano to ask Mitchell Airport if they have guidelines for airport (tower) tours. Perhaps insurance issue should be looked into also. Chairman Schober asked Mr. Markano for a follow-up with guidelines on this agenda item. No action taken.

Future Commission agenda items - Airport tour guidelines.

Chairman Schober said he would be gone for the next scheduled Commission meeting in October and asked about rescheduling to the 28th of October. The Commission would be advised of a meeting date in October other than the 2nd Wednesday of the month.

A motion to adjourn was made by Commissioner Bruce with a second by Secretary Richards. The motion passed.

Meeting adjourned at 9:25 a.m.

Next Commission Meeting: To Be Announced

Respectfully submitted

Dick Richards
Secretary
9/21/05

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